

PUBLIC INFORMATION PROCEDURES FOR CONDUCT OF HEARINGS AT STATE BOARD OF HEALTH MEETINGS

The purpose of a public hearing is to provide the Board of Health with the opportunity to receive information from all interested parties, which is pertinent to the issue under consideration. The Board considers all comments, oral and written, in making a decision.

The following information is provided to acquaint you with the hearing procedures so that all comments may be received in an orderly manner and so that no one will be denied the opportunity to speak.

Sequence in which the Board hears testimony:

1. A member of the Health Division staff will present the opening statements, outlining the background of the proposed regulations or request for a variance.
2. The Chairman will then recognize every person who has indicated a desire to comment. To indicate a desire to comment, refer to the Audience Procedure listed below.
 - a. Five minutes will be allowed for each presentation unless a prior petition for more time has been addressed to the Board, which contained a concise statement of the subject(s) on which the petitioner will present testimony, and the estimated time for the petitioner's presentation.
 - b. At the discretion of the Chairman, this time may be extended (i.e. if the Board wishes to pursue the testimony) or contracted (i.e. if the testimony is a repetition of previous testimony).
3. Board members may then ask questions of legal council, staff members, or those who have presented testimony.
4. Additional comments may be made at this time; however, floor arguments are not permitted. Anyone who wishes to make a further statement should address the Chairman. Requests must be made through the Chairman if an individual wishes to direct a question to a particular person.
5. When no member of the audience, staff, or Board indicates a desire to make further comment, the hearing will be closed. The Board may deliberate and make a motion or postpone action.
6. Discussion on a motion is open to Board members only.

Audience Procedure:

1. To make known a desire to comment before the Board, individuals must complete a speaker slip upon entering the meeting, located near the sign-in sheet, and submit the speaker slip to the Secretary of the State Board of Health, the recording secretary or the Chairman.

2. To make a comment during the course of a meeting, without having completed a speaker slip, individuals should identify themselves at the appropriate time once the Chairman has asked if anyone else wishes to speak on a particular item.
3. The proper procedure when recognized by the Chairman is:
 - a. Come to the speakers' microphone or designated location.
 - b. Identify yourself by name, and whom you represent (i.e. if you are representing a group, identify that group, or indicate that you are speaking only for yourself).
4. If an individual is asked a question by a member of the Board, which they feel someone in the audience is better qualified to answer, the question may be referred to him or her, if such a request is directed through the Chairman.
5. Once a statement has been made, a response to statements made by others during the course of the hearing may be made if the above procedure is followed.
6. Questions may be asked of Board members, staff members, or other members in the audience, if such a request is made through the Chairman.